

Non-Permanent Employees - What Forms Do I Complete?							
Type of Form	Form Number	Form Title	What's This Form For?	Required*	Optional**	Completion Date	Where do I submit my forms?
Regulatory	SF-61	Appointment Affidavit	NOTE: Please refer to the information provided on your firm offer letter. New employees must bring a copy of this form to sign on their first day during onboarding.				
	OF-306	Declaration for Federal Employment	NOTE: Please refer to the information provided on your firm offer letter. New employees must bring a copy of this form so they can sign again as an appointee on their first day during onboarding.				
	I-9	Employment Eligibility Verification	NOTE: Please refer to the information provided on your firm offer letter. New employees must bring a copy of this form to sign on their first day during onboarding.				
	SF-181	Race and National Origin Identifier	Identifies your race and national origin category to be used in planning and monitoring EEO programs. The information provided will be used for statistical purposes only.		X	First day of work	Forward form to local Human Resources Office (HRO)
	SF-256	Self-Identification of Handicap	Identifies your handicap status which is essential for effective data collection and analysis. The information provided will be used for statistical purposes only.		X	First day of work	Forward form to local Human Resources Office (HRO)
	None	Drug Testing Notice	You are required to read and sign this form as a condition of employment. For as long as you occupy a testing-designated position in DCAA, you must be willing to submit, on a random, unannounced basis, to periodic urinalysis testing prescribed by the DCAA Drug-Free Workplace Program.	X		First day of work	Forward form to Security Division
Payroll	SF-1199A	Direct Deposit Form	Required for an accurate first paycheck. Used for depositing your net salary and allotments to your financial institution.	X		First day of work	Forward form to local Human Resources Office (HRO)
	W-4	Federal Tax Withholdings	Required for an accurate first paycheck. Used by employers to withhold the correct Federal income tax from your pay.	X		First day of work	Forward form to local Human Resources Office (HRO)
	State Tax Forms	State/City/Local Tax Withholdings	Required for an accurate first paycheck. You must obtain these forms from your Personnel and Payroll Assistant (CSR) or the individual identified in your Welcome Letter. This form is used to withhold the correct State income tax from your pay.	X		First day of work	Forward form to local Human Resources Office (HRO)
	None	Leave and Earnings Statement and TSP Loan Information	Required for an accurate first paycheck. Using the final Leave and Earnings Statement from your previous agency, your annual and sick leave balances may be transferred, as well as obtain TSP loan information. If you have a TSP-19 from your previous agency, please provide to your admin POC.		X	At Employee's Discretion	Forward form to local Human Resources Office (HRO)

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Benefits	SF-2809	Health Benefits Election Form (FEHB)	The use of EBIS for Benefit elections is mandatory. Temporary employees may not enroll in the health benefits program until he/she has completed one year of continuous service. In addition, the employee will pay both the employee and government share of the premium.	X		60 Days From Your First Day of Work	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: https://ebis.satx.disa.mil/ Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	RI 20-97	Estimated Earnings During Military Service	The use of EBIS for Benefit elections is mandatory. If you have served in the military, you have the option to "buy back" military time so that you may have it credited towards your civilian retirement. You must include a copy of your DD214 in order to estimate your earnings. To find out more, please contact your local human resources office.		X	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: https://ebis.satx.disa.mil/ Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
Beneficiary	SF-1152	Unpaid Compensation of Deceased Civilian Employee Designation of Beneficiary	The use of EBIS for Benefit elections is mandatory. Use this form to designate a beneficiary or beneficiaries to receive any unpaid compensation (i.e., last paycheck) in the event of your death. You do NOT need to make a designation if you are satisfied with the order of precedence the law provides (see SF-1152). However, employees are strongly recommended to have a completed SF-1152 on file.		X	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: https://ebis.satx.disa.mil/ Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
Other	None	DCAA Rules for Computer Users	Identifies rules for computer users. It is provided to all new DCAA employees and is for your review, retention and signature. You cannot gain access to the DCAA network until you have completed this form.	X		First day of work	Forward form to local Human Resources Office (HRO)

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Other (Cont'd)	None	Retired Military-Reserve Category Identification Sheet	This form is only required if you have previously retired from the military OR are currently in a military reserve program. It designates the type of military retiree you are and identifies the type of reservist, if any.		X	First day of work	Forward form to local Human Resources Office (HRO)
	None	Travel Card Application	Consult with your immediate supervisor.	X		First day of work	Electronic submission